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20 SEP 1969

MEMORANDUM FOR: Director of Research and Development
THROUGH : Special Panel/ORD
SUBJECT : ^{25X1A9a} Recommendation for Promotion -
[REDACTED]

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1. The purpose of this memorandum is to submit a recommendation for the promotion of [REDACTED] to the GS-8 grade. Your approval of the recommendation contained in paragraph 4 is requested.

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2. [REDACTED] was assigned to the Procurement Management Staff/ORD during its initial stages of organization in April 1969. She carried out her assigned duties in a highly satisfactory manner and consistently showed that she was capable of handling increased responsibilities. Her excellent performance was considered a tremendous factor in the smooth organization and initial operation of the new office.

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3. [REDACTED] is currently assigned as the secretary to the DD/ORD and in this capacity serves as the backup for the secretary to the D/ORD. Upon transfer to her new assignment, she applied herself diligently to learning the routine and becoming familiar with the unusual aspects of working as an executive secretary. She has performed as a true professional and actually has handled the complete secretarial control of the Director's office during periods when the senior secretary was absent. She is continuing to perform at a level above her grade.

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4. The duties of [REDACTED] position warrant a rating at the GS-8 level. Consequently, since [REDACTED] clearly is performing at that level, and since she has been in her current grade since November 1965, it is strongly recommended that she be promoted from GS-7 to GS-8.

^{Signed}
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[REDACTED]
Executive Officer
Office of Research and Development

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Approved

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~~EYES ONLY~~
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SUBJECT: Recommendation for Promotion

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RECOMMEND APPROVAL:

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Chairman, Special Panel/ORD

Date

APPROVED:

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Director of Research and Development

Date

Distribution:

- Original & 1 - Addressee
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EO/ORD/DD/S&T: _____ /dpc 3394 (25 September 1970)

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